

# Frequently Asked Questions (FAQs) on Manifest Procedures

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To: All Traders, Freight Forwarders,  
Cargo Agents and Carriers

We are pleased to list below for your information the answers to the FAQs by traders, cargo agents and declaring agents on the use of the manifest submission procedures:

## **Question 1**

I am a shipping agent and I have received a copy of a JNTPMT "IT" Permit from my shipper in exchange for the Outward Bill of Lading. Can I forward this Permit together with my Outward Cargo Manifest to TDB?

## **Answer**

No. The JNTPMT "IT" Permit is a Joint TDB Import Permit and Custom White Transshipment Permit, which should be submitted together with the Inward Cargo Manifest. You should advise the shipper to declare the TDB Export Permit (OU) and forward it to you within 7 days of departure of the vessel. You will forward the Export Permit together with the Outward Cargo Manifest after reconciliation to TDB. Being the shipping agent, you have to ensure that the correct types of Import and Export Permits are received from the consignees and shippers for your manifest reconciliation.

## **Question 2**

Must I continue to submit the Inward and Outward Manifests and Permits for sea shipments to TDB from 15 Dec 98?

## **Answer**

Submission of Manifests and Permits for sea shipments to TDB will be phased out and replaced by the Manifest Reconciliation Statements (MRSs) on 15 Dec 98. All owners, masters or agents of vessels will submit the MRSs in place of the Manifests and Permits to TDB within the stipulated period for all vessels that will arrive in or depart from Singapore from 15 Dec 98.

You can submit the MRS to TDB if you register as a User now. If you wish to register with TDB as a MRS user, please e-mail to [customs\\_mrs@customs.gov.sg](mailto:customs_mrs@customs.gov.sg) for more information.

## **Question 3**

My company has just submitted the application to be registered as a Manifest Reconciliation Statement (MRS) User for the sea shipments. When can we submit the MRS to TDB?

## **Answer**

Upon receipt of your application, we will send the Terms and Conditions for your endorsement. After you have signed the Terms and Conditions, please return the copy to us for processing. We will inform you by letter of the date you can begin to submit the MRS to TDB.

## **Question 4**

My company is the shipping agent for one tug and one barge. The vessels sail as a pair. As a MRS user, do I have to submit a Manifest Reconciliation Statement (MRS)

for each vessel after 15 Dec 98?

**Answer**

Yes, you are required to submit a MRS by the prescribed date to TDB for each vessel after 15 Dec 98. This is the existing procedure.

**Question 5**

My vessel will be arriving in Singapore for repair after 15 Dec 98. After repair, it will return to Tokyo, Japan. Do I have to submit the Inward and Outward MRSs even though no cargo is discharged or loaded in Singapore?

**Answer**

You are required to submit a Nil Inward MRS and a Nil Outward MRS to TDB within 17 days of the vessel's arrival and 14 days of the vessel's departure, even though the vessel is for the purpose of repair.

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